



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

**Office: Dy.CE/Admn. & HR- Training Cell,**

**1<sup>st</sup> floor, Shakti Sadan, Patiala 147001**

**CIN: U40109PB2010SGC033814**

**Office Order No. 53**

**Date: 15.05.2023**

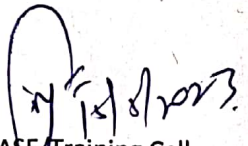
Sanction is hereby accorded to impart two weeks Induction Training to newly recruited Accounts Officer and Divisional Accountant as per terms & conditions of PSTCL. It has been decided that two weeks in-house training from 17<sup>th</sup> May, 2023 onwards will be conducted at Technical Training Institute, Shakti Vihar, PSPCL, Patiala. Batch of participants of this training are as below:

Sr.No.	Name of Employee	Emp. ID	Designation	CRA	Place of posting
1	Mohit	503006	AO	10/2021	AO/L&B, PSTCL, Patiala
2	Komalpreet Kaur	503007			AO/A&R, PSTCL, Patiala
3	Amninder kaur	503008			AO/Audit, Amritsar
4	Himanshu Gupta	503009			Grid Const. Circle Ludhiana
5	Navneet Sidhu	608022	DA		AO/L&B, PSTCL, Patiala
6	Ashima Rani	608030			Grid Const. Circle, Ludhiana

**Following Terms and Conditions will be applicable on them for attending the above Program.**

1. In case of non-compliance of this office order, the responsibility will lie on the concerned deputed officer/Official and controlling officer and strict action will be taken against them.
2. Participants will ensure to mark their attendance daily on the attendance sheet at the program venue, failing which charges of the program will be recovered from them besides taking any other action as deemed fit.
3. The leave will be allowed to the Trainees on medical ground only.
4. During the above period, the participants will be considered on duty.
5. The participants will not be allowed any joining time except for the time required for attending the programme.
6. The participants will submit proper report (two copies) of the programme along with documents which have been given to them by Institute, mentioning their Employee Code/ Posting Station, within 7 days to this office. They will also intimate their respective DDOs regarding their participation in the Programme who will make necessary entries in their service record in this regard.
7. Training Material as approved will be provided to trainees free of cost by PSPCL.
8. During On Job Training, Participants will gain knowledge about the working procedure of various offices of PSTCL on day to day basis and will have to maintain daily dairy.
9. Keeping in view the COVID-19 pandemic, during the training most recent and comprehensive instructions regarding safety of faculty/trainees will be followed at TTI, Patiala.

This issues with the approval of competent authority.

  
ASE/Training Cell,  
PSTCL, Patiala

Endst. No. 813/820

Date. 15.05.2023

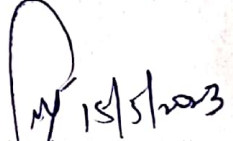
Copy of the above is forwarded to the following for further please:-

1. CE/P&M, PSTCL, Patiala.
2. CE/TS, PSTCL, Patiala.
4. CFO, PSTCL, Patiala.
5. CAO, PSTCL, Patiala.
6. All concerned Dy. CE's/S.E's, ASE's/Sr. Xen's and they are requested to relieve the officials working under them, so that they can join the training as per above mentioned training schedule.
7. AO/Cash, PSTCL, Patiala.
8. AO/Audit (H.Q.), PSTCL, Patiala.

821/22  
15/5/23

C.C:-

1. EIC/HIS&D, PSTCL, Patiala.
2. Principle TTI, PSPCL, Patiala

  
15/5/2023  
ASE/Training Cell,  
PSTCL, Patiala